



HIV Health Services Planning Council

NEEDS ASSESSMENT WORK GROUP

HIV Health Services

25 Van Ness Ave, 3<sup>rd</sup> Floor Conference Room

San Francisco, CA

Friday, May 23<sup>rd</sup> 2014

2:00-4:00 pm

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*Draft Agenda*

- |   |                  |
|---|------------------|
| 1. Introductions  | Group 2:00       |
| 2. Review/Approve May 23 <sup>rd</sup> 2014 DRAFT Agenda – VOTE   | Group 2:05       |
| 3. Announcements  | Group 2:10       |
| 4. Public Comment   | Group 2:15       |
| 5. Co-Chair Nominations - VOTE  | Group 2:20       |
| <i>The group will select work group co-chairs.</i>  |                  |
| 6. Scope of Work  | Dave Jordan 2:30 |
| <i>The group will be presented the overview/purpose of needs assessment, structure of focus groups, and timeline of the needs assessment.</i> |                  |
| 7. Outreach and Flyer – VOTE  | Group 2:50       |
| <i>The group will discuss outreach strategies, including the flyer.</i>   |                  |
| 8. Survey Tool – VOTE   | Group 3:20       |
| <i>The group will review the survey tool and tailor it to the target population.</i>  |                  |
| 9. Next Meeting Date & Agenda Items   | Group 3:55       |
| 10. Adjournment   | Group 4:00       |
- 

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Work Group attendees.

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San Francisco Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102

The meeting facility is handicap accessible. For information about MUNI accessible services, call 923-6142.

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NEEDS ASSESSMENT WORK GROUP  
HIV Health Services

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**Committee Members Present:** Ron Hernandez, Ken Hornby, T.J. Lee, Gabriel Ortega, Chip Supanich

**Committee Members Absent:**

**Others Present:** Celinda Cantu [DPH HHS], Timothy Foster

**Support Staff Present:** Jennifer Cust, Dave Jordan, Mark Molnar

### *Draft Minutes*

#### 1. Introductions

The meeting was called to order at 2:06 by CS Molnar. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve May 23<sup>rd</sup>, 2014 DRAFT Agenda – VOTE

The May 23<sup>rd</sup> 2014 DRAFT Agenda was reviewed, and approved by consensus.

#### 3. Public Comment

- None.

#### 4. Co-Chair Nominations- VOTE

- CS Molnar announced that the Needs Assessment Workgroup is being organized by staff, which creates a special situation where a staff person will be one of the co-chairs. CS Jordan will Co-Chair the group, but will not have a vote.
- CM Hernandez nominated himself. CM Supanich seconds.
- CM Lee nominates himself. CM Hornby seconds.
- VOTE- to elect the Needs Assessment Workgroup Co-Chair
  - CM Hernandez is elected Needs Assessment Workgroup Co-Chair.

#### 5. Scope of Work

- Co-Chair Jordan introduced the scope of work:
  - The council is mandated by HRSA to research a target population at least once a year.
  - The CCA committee, is the group responsible for making decisions on who the target populations will be. The last few needs assessments targeted: women, seniors, Latino MSM, and transgendered women.
  - CCA just decided on the next COLA populations, which will be: people living in SROs, recently incarcerated, Latina transgendered women, and women/children/family.
    - CS Molnar explained the difference between COLAs and needs assessments. Like COLAs, the Needs Assessment will have a focus group component with service prioritization and qualitative data.
  - The focus groups for the needs assessment will follow a similar structure to COLA. We will have at least two facilitators. The group will be a max of 15 people, ideally 10. We will have an incentive for people to come to the focus group. Food will be provided.

- Co-Chair Jordan explained the purpose of a needs assessment is to collect data from the focus groups and present to the full council in August, prior to the summit.
- CS Molnar explained that the presentation of the data will be in August and the council will vote on possible recommendations at the summit. The timeline might be switched a bit, depending on how many focus groups can be organized. The workgroup will only recommend items, if they feel it's necessary, after looking at data.
- CS Molnar offered different ideas of recommendations that have been made by Needs Assessment Workgroups in the past as an example:
  - Prioritization of aging demographic.
  - Establishment of a resource guide.
  - Support group for African American Men
  - Pilot program that reaches the aging survivor demographic.
- Co-Chair Jordan- the timeline is short, as the work needs to be completed before the end of August and also need time to process data. We want as many participants as possible. Minimum of 6 focus groups, and maybe more, if we can fit them in.
  - Co-Chair Hernandez- will the two facilitators be one from the council and the other from the agency?
    - CS Molnar- that is open to the group to decide.
  - Co-Chair Jordan- We will likely be using other agencies for recruitment of participants and possible focus group locations. It would make sense to have someone from the particular agency co-facilitate. We will have plenty of focus groups, to switch people in and out.
- Co-Chair Jordan introduced the Focus Group Agenda.
  - Co-Chair Hernandez asked how long each focus group would be.
    - CS Molnar- we want to get good qualitative data, so at least an hour and a half.

## 6. Outreach and Flyer- VOTE

- Co-Chair Hernandez suggested the flyer highlight HIV+, Men, with a different font.
- CM Lee suggested the flyer point out that the group will include a survey and focus group discussion.
- Celinda Cantu- this doesn't state that "we need your input"
  - CM Lee- I would move, "we need you input" to the top and the image with the planning council below.
- CM Supanich summarized the group's wording ideas as: "the group will include facilitated discussion, a survey, and a gift card upon completion of the focus group"
- CS Molnar suggested. "The group will include a facilitated discussion and a survey. At the end of the focus group, participants will be provided a gift card".
- CM Ortega suggested emphasizing the participation component.
  - CM Supanich- full participation means a lot of things to a lot of people. If you are quiet, maybe it just means filling out the survey.
- Co-Chair Jordan- I think we should probably do the survey before we actually get the lunch. There might be some people who just come for the lunch.
  - CS Molnar suggested the group serve lunch after we do the dot exercise, so that they are sitting and eating during the last exercise.
- Timothy Foster spoke from experience with focus groups, and suggested it was good to service lunch towards the end.
  - Co-Chair Jordan suggested the group find a balance for lunch, so that participants commit to the full time, but don't get impatient waiting for lunch to be served.

- Timothy Foster asked if demographic is all MSM, included those who identify as straight and also those who identify as transgendered?
  - CS Molnar- yes, as long as they identify as MSM.
- CM Supanich- suggested to have questions for each bullet.
- CM Ortega suggested including, “share your thoughts”, on the flyer.
  - CS Molnar- I think that in the past, people were disappointed that we weren’t a support group. So we don’t want to mislead at all.
- Co-Chair Hernandez- are we going to have these flyer by our next meeting?
  - Co-Chair Jordan- yes.
- Co-Chair Jordan started the discussion on outreach.
  - Co-Chair Hernandez suggested possible online outreach.
  - CS Molnar asked CM Lee to possibly reach out to the Stonewall site.
  - CM Lee agreed to reach out.
- CM Ortega asked for suggestions of organizations to give flyer to.
- The workgroup suggested: “Broke, but Not Bored” at the AIDS Foundation, community boards in the Castro, DPH HHS email list, Ward 86, St. Mary’s, Behavioral Health Services email list, HAPN email list, Latino initiatives Castro Country Club,
- CM Lee suggested a possible Facebook page for the needs assessments.
  - CS Jordan suggested that partner agencies could put it on their Facebook pages.
- CM Hornby suggested putting tabs with the phone number on the flyer.
- Co-Chair Jordan spoke to the group about finalizing the flyer via email instead of waiting until the next meeting, so the flyer could start being distributed ASAP.
  - The workgroup agreed.
- CS Molnar asked the group how they felt about separate groups for users vs. previous users.
  - The group agreed that they should be separate.
  - Co-Chair Jordan- I think we should a drop in group, or two.
  - CS Molnar suggested the drop-in group be at Shanti.
- CS Molnar started a conversation about location for focus groups.
  - CS Molnar suggested the 6<sup>th</sup> floor, at 25 Van ness
  - CM Lee spoke to the fact that the 6<sup>th</sup> floor may not work as a welcoming space.
  - Celinda Cantu spoke to the 25 Van Ness building being seen as city administration and maybe not place for clients to feel open and safe.
  - CS Molnar suggested a drop-in group at Shanti and one in the Castro, possibly LGBT center or Castro County Club.
  - Co-Chair Jordan also suggested St. Marys.
- Co-Chair Hernandez suggested the idea of having prevention tools at meetings.
  - Co-Chair Jordan- if we can partner with someone who does that, that’s great, but it won’t be my focus.
  - CM Supanich suggested Glide could help provide prevention kits.
- Celinda Cantu asked if the flyer would provide dates and times, and if so, would users and former users have focus groups happening simultaneously?

- Co-Chair Jordan suggested that flyer could just have contact info, and maybe date and time for drop-in focus group.
  - Celinda Cantu asked about incentive for people to call.
  - Co-Chair Jordan suggested putting a RSVP date or timeframe.
- CM Lee suggested putting a starting date to RSVP instead of an end date, to get calls sooner rather than later.
- CS Molnar suggested including the phrase, “space is limited” on the flyer.

## 7. Survey Tool- VOTE

- Co-Chair Jordan introduced the survey tool and the group discussed survey question wording, choice and order.
  - CM Supanich noted that the current nomenclature is AART not HAART, but maybe spelling it out, would be more helpful than using the acronym.
  - CM Lee suggested moving the HEP C questions below the virally suppressed question.
  - CM Lee suggested using the term undetectable instead of virally suppressed.
  - Co-Chair Jordan inquired about having a mental health question, as it is important but should only be added if the data can be applied.
- The workgroup discussed the survey questions about care, about considered the value of having the question be multiple choice or open ended.
  - Celinda Cantu suggested leaving it an open question, with the caveat that it will take some deciphering if the care is private or not, based on the answer.
  - CS Molnar- I think spelling out a list, then they actually can pick the differences.
- CM Lee suggested the Emergency Care and COE are both accessed at Ward 86, on the same floor, and it might be difficult for participants to identify.
- Celinda Cantu noted that a multiple choice question would have to give many options, and therefore it might be easier to have it open.
- CM Supanich suggested that leaving the questions open might lead to clients putting a doctor's name, which would be confusing when trying to decipher care.
  - CS Molnar suggested the facilitator could prompt the question and discourage just listing a doctor's name.
- CS Molnar suggested using an open question with a list of examples to guide clients.
  - Co-Chair Jordan suggested give a multiple choice of the 6 most popular providers and then an option for, “other”.
    - CM Supanich- one of the boxes could be “private practice”
- CS Molnar- what should the choices be?
  - The group suggested: Ward 86, Healthright 360, Tom Waddell, Mission Neighborhood, Castro/Mission Health Center, Kaiser/CPMC/HMO, St. Mary's, Private, Other.
- CM Lee questioned the need for an income question.
  - CM Ortega suggested asking about their living situation.
  - CS Molnar- we could ask, “what are your primary source/sources of income” and leave it open.
- CM Lee- the housing component is pretty big, should we ask if their housing status is stable?
  - Co-Chair Jordan- I think the question of homelessness/ other addresses that.
- Celinda Cantu suggested finding out the amount of income about # of household reliant on income could help with understanding poverty level.
  - Co-Chair Jordan noted that a question about household # and income might be more than one question.

- CM Supanich noted that asking about income and then household # does not take into account another income form the household.
  - CS Molnar noted that the group is getting a general snapshot and should only include questions that are actionable
- CM Lee suggested asking about crystal meth in the beginning, as that is the demographic being focused on.
  - CS Molnar suggested moving the substance abuse questions, as long as the multiple questions were kept together.
  - CM Supanich suggested changing, "Do you use needles" to "Have you ever used needles"?
- Timothy Foster suggested asking demographic questions first and then the questions we are most interested in, e.g., substance use question.
  - CS Molnar suggested the order might be: demographics, 4 substance use, HIV questions, and then medical care questions.
  - Celinda Cantu asked to clarify demographic questions.
    - The workgroup suggested: Age/Race/income/ Partner Status?
  - Celinda Cantu suggested the partner status question would be getting into sexual behavior, without follow up questions.
  - CS Molnar asked if the partner question should be deleted.
    - The group decided to delete this question
  - The workgroup decided the questions order should be: demographics, substance use, medical care, income, and living situation/housing.
  - Celinda Cantu suggested a question about mental health.
    - CS Molnar- we are going to ask qualitative questions about mental health.
  - CM Lee asked if we should be a question about educational level to give a snapshot.
    - Co-Chair Jordan noted that he saw that question on other needs assessments and didn't think it gave valuable data in relationship to work that needs to be done.
  - Celinda Cantu suggested asking about incarceration, to address some of our targeted services.
    - CS Molnar suggested asking if incarceration was due to drug use.
    - Co-Chair Hernandez noted that the question might make some people feel uncomfortable.
    - CS Molnar suggested the facilitator could prompt the group that they don't have to answer, if they feel uncomfortable.
    - CM Ortega noted that the incarceration question may bring up some issues.
      - Co-Chair Jordan responded by noting that the question would not affect the rights of any participant and is purely to help with possible recommendations.
  - CM Hornby made a motion to move the survey tool as amended. CM Lee seconded.
    - VOTE- to move survey tool as amended to CCA. Motion Passes, Survey tool will move to CCA.

## 8. Next Meeting and Agenda Item:

- The Next Needs Assessment Workgroup meeting will be scheduled for Friday, June 6<sup>th</sup> at 25 Van Ness 3<sup>rd</sup> Floor Conference Room from 2-4pm.
- Agenda Items:

- Recruitment
- Focus Groups

## 9. Adjournment

The meeting was adjourned at 3:59 pm by Co-Chair Hernandez.

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| 1. Introductions   | Group 2:00 |
| 2. Review/Approve June 6 <sup>th</sup> 2014 DRAFT Agenda – VOTE                                    | Group 2:05 |
| 3. Review/Approve May 23 <sup>rd</sup> 2014 Draft Minutes – Vote                                   | Group 2:10 |
| 4. Announcements   | Group 2:15 |
| 5. Public Comment  | Group 2:20 |
| 6. Outreach<br><i>The group will discuss the progress of outreach strategies</i>                   | Group 2:25 |
| 7. Venue & Schedule<br><i>The group will discuss potential venues and scheduling focus groups.</i> | Group 3:10 |
| 8. Next Meeting Date & Agenda Items  | Group 3:55 |
| 9. Adjournment   | Group 4:00 |
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**Committee Members Present:** Celinda Cantu [DPH HHS], Timothy Foster [SFAF-CoE], Ron Hernandez (Co-Chair),

Chip Supanich

**Committee Members Absent:**

**Others Present:**

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan (Co-Chair), Mark Molnar

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### Draft Minutes

#### 1. Introductions

The meeting was called to order at 2:08 by Co-Chair Jordan. Everyone introduced themselves and quorum was established.

#### 2. Review/Approve June 6th, 2014 DRAFT Agenda – VOTE

The June 6th 2014 DRAFT Agenda was reviewed, and approved by consensus.

#### 3. Review/Approve May 23<sup>rd</sup> 2014 Draft Minutes – Vote

The May 23rd 2014 DRAFT Agenda was reviewed, and approved by consensus.

#### 4. Announcements

- None.

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#### 5. Public Comment

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- None.

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#### 6. Outreach

*The group discussed the progress of outreach strategies.*

- Co-Chair Jordan introduced two different version of the flyers.
  - The workgroup discussed way to modify the flyer created by Matthew, in order to make it more eye catching.
  - CM Supanich noted that the new flyer incorporates everything spoken about at the last meeting. The only thing missing is the website link.
  - Co-Chair Jordan summarized the changes to the flyer: Change the font color for "come and be heard" and the questions, bold, "facilitated, focus group and survey", and add tear away tabs to the bottom of the page, instead of the side.
- Co-Chair Jordan asked for outreach locations:
  - The workgroup suggested the following outreach locations:

- St. Mary's, Tom Waddell, Castro Mission Health Center, community boards in the Castro, The Foundation, Ward 86, Castro Country Club, API,
- CM Supanich volunteered to put the flyers up at the community boards in the Castro as well as Glide.
- Timothy Foster volunteered to put the flyers out at the Foundation and Ward 86.
- CS Cone suggested emailing different lists.
  - Celinda Cantu volunteered to send email to DPH list.
  - CS Molnar volunteered to send email to HAPN list.
- Co-Chair Jordan volunteered to email Cecily and Matt to do outreach in San Mateo and Marin.
- CM Supanich inquired as to when the flyers would be ready to hang.
  - Co-Chair Jordan- by Monday or Tuesday at the latest.

## 7. Venue & Schedule

*The group will discuss potential venues and scheduling focus groups.*

- CS Jordan asked for possible venue locations:
  - The workgroup suggested the following venue locations:
    - API, Shanti (drop-in sessions), The Foundation, Castro Country Club, St. Mary's
  - Timothy Foster volunteered to co-facilitate at the Foundation.
  - CS Molnar suggested reaching out to someone from Shanti LIFE about using Castro Country Club and possibly Co-facilitating.
  - API
  - CS Jordan volunteered to speak to Cecily and Matt about possible space for a needs assessment for each location.
  - CS Jordan suggested asking Talia to Co-facilitate at St. Marys.
  - Co-Chair Jordan is going to reach out to Eddy and Antonio to schedule API Banyan room.
- Possible facilitators :
  - Co-Chair Hernandez, CS Molnar, CS Cone, CS Jordan, Matthew Simmons, Timothy Foster, Chip Supanich, Talia Roven, and possibly Celinda Cantu.
- Date for first focus group:
  - CS Molnar suggested the next meeting could be a practice for facilitating before the first focus group.
  - Timothy Foster said that he can bring back dates for the Needs Assessments at the Foundation.
  - Co-Chair Jordan suggested the week of the June 16 as the first Needs Assessment.
    - CS Cone noted that the week of June 16<sup>th</sup> would be a very heavy council meeting week.
  - CS Molnar suggested having 2 needs assessments a week, for 3 weeks.
  - Co-Chair Jordan suggested the first date be June 24<sup>th</sup>, at Shanti Drop-in Center, following Shanti's regular drop-in hours.
  - Timothy Foster suggested June 25<sup>th</sup> at 12:00PM for the Need Assessment at The Foundation.
  - CS Jordan suggested having a Needs Assessment following the St. Mary's focus group. 2<sup>nd</sup> and last Friday of every month at St. Marys.
  - Timothy Foster also suggested having the Needs Assessment right after the crystal meth group at the Foundation, on Tuesdays. The workgroup suggested July 8<sup>th</sup>
  - Timothy Foster suggested lunch time would work best for the Needs Assessment at the Foundation.

- Tentative Schedule:
  - June 24<sup>th</sup>, 12:30PM- Shanti Drop-In- CM Supanich volunteered to co-facilitate.
  - Week of June 23<sup>rd</sup>- API- Co-Chair Hernandez volunteered to co-facilitate.
  - June 25<sup>th</sup> 12:00PM, July 8<sup>th</sup>- The Foundation- Timothy Foster volunteered to co-facilitate
  - July 8<sup>th</sup>- The Foundation- Timothy Foster and CS Molnar or other Shanti staff volunteered to co-facilitate.
  - July 11<sup>th</sup>- St. Marys. (Co-Chair Jordan will reach out to Talia Roven for co-facilitation)
- CS Jordan summarized the facilitators that are still needed: one for shanti on June 24<sup>th</sup>, one for API the week of the 23<sup>rd</sup>, one for June 25<sup>th</sup> at the Foundation, two for July 11<sup>th</sup> at St. Marys.
- CS Molnar asked if \$25 gift card to Safeway be a good incentive.
  - The workgroup agreed, that it would be.
- CS Molnar inquired about lunches for the group.
  - CS Cone suggested boxed lunches, and the group agreed.

#### 8. Next Meeting and Agenda Item:

- The Next Needs Assessment Workgroup meet will be scheduled for Friday, June 13<sup>th</sup> at 25 Van Ness, 3<sup>rd</sup> Floor Conference Room from 2-4PM.
- Agenda Items:
  - Overview of survey tool and facilitation model.
  - Facilitation discussion/training
  - Lock in dates and co-facilitators

#### 9. Adjournment

The meeting was adjourned at 3:05 pm by Co-Chair Jordan.

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Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Committee attendees.

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Flaar, San Francisco, CA 94109  
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San Francisca Department of Public Health, AIDS Office  
25 Van Ness Avenue, 3rd Flaar, San Franciso, CA 94102

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HIV Health Services Planning Council  
NEEDS ASSESSMENT WORK GROUP  
HIV Health Services  
730 Polk St., 3<sup>rd</sup> Floor Conference Room  
San Francisco, CA  
Friday, June 13<sup>th</sup> 2014  
2:00-4:00 pm

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*Draft Agenda*

1. Introductions Group 2:00
  2. Review/Approve June 13<sup>th</sup> 2014 DRAFT Agenda – VOTE Group 2:05
  3. Review/Approve June 6<sup>th</sup> 2014 Draft Minutes – Vote Group 2:10
  4. Announcements Group 2:15
  5. Public Comment Group 2:20
  6. Outreach Venue & Schedule Group 2:25  
*The group will finalize schedule of focus groups, and facilitators.*
  7. Facilitator Training & Survey Tool Group 3:00  
*The group will model focus group facilitation and presentation of survey.*
  8. Next Meeting Date & Agenda Items Group 3:55
  9. Adjournment Group 4:00
- 

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## HIV Health Services Planning Council

NEEDS ASSESSMENT WORK GROUP

HIV Health Services

25 Van Ness Ave, 3<sup>rd</sup> Floor Conference Room

San Francisco, CA

Friday, June 13<sup>th</sup> 2014

2:00-4:00 pm

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**Committee Members Present:** Timothy Foster [SFAF-CoE], Ron Hernandez (Co-Chair), Ken Hornby, Gabriel Ortega, Charles Siron

**Committee Members Absent:**

**Others Present:**

**Support Staff Present:** Jennifer Cust, Dave Jordan (Co-Chair), Mark Molnar

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3/14  
6 **Draft Minutes**

1. **Introductions**

The meeting was called to order at 2:05 by Co-Chair Jordan. Everyone introduced themselves and quorum was established.

2. **Review/Approve June 13th, 2014 DRAFT Agenda – VOTE**

The June 13th 2014 DRAFT Agenda was reviewed, and approved by consensus.

3. **Review/Approve June 6<sup>th</sup> 2014 Draft Minutes – VOTE**

The June 6th 2014 DRAFT Agenda was reviewed, and approved by consensus.

4. **Announcements**

- CS Jordan announced that the gift cards are ready to be picked up.

5. **Public Comment**

- None.

6. **Outreach Venue and Schedule**

*The group finalized schedule of focus groups, and facilitators.*

- CS Jordan announced that outreach effort has begun. Fliers have been posted throughout the 730 Polk St. building, as well as Tom Waddell and Alliance.
- Timothy Foster announced that the flyer is up at the Foundation and that he will bring to Ward 86.
- CM Siron volunteered to drop it off at Glide.
- CM Ortega volunteered to Mission Neighborhood and the locations in the Castro.
- CS Cust volunteered to drop flyers off at PRC.
- CM Ortega suggested a location in the Bay View and volunteered to go out to those locations.
  - CM Molnar suggested South East.
- CS Jordan will check with Celinda about the DPH email blast she volunteered to coordinate.
- CS Molnar volunteered to send email to HAPN list.
- CS Jordan noted that the Castro County Club has space available for \$75 an hour. They have their own catering, which might be used for the focus group. We are waiting to hear back from them to confirm either, July 9<sup>th</sup>, 10<sup>th</sup> or 11<sup>th</sup> from 1:30-5:30pm.

- CS Jordan- The API Banyan room is available during the week of 23<sup>rd</sup>. Still working on the scheduling with them. He will keep Co-Chair Hernandez in the loop about API dates.
  - CS Molnar- do they sound willing to do their own outreach to their clients?
    - CS Jordan- Yes. They put fliers up and they are reaching out.
  - Co-Chair Hernandez will go to API after the meeting to speak with a few members.
- CS Jordan reached out to Cecily and Matt, and no word back about Marin or San Mateo.
- CS Jordan spoke to the locations organized thus far: Shanti, API, AIDS Foundation and Castro Country Club.
  - CM Siron suggested a location in the Mission.
    - CS Molnar- we already have 6, if one falls out, we should reach out there. We can see which demographics are lacking, and see where to reach out.
- CS Jordan suggested a location in the Bay View.
- CS Jordan- the way things are shaping up, we should have most of them done by 2<sup>nd</sup> week of July.
- CS Molnar- If San Mateo and Marin don't work out right now, this can be just an SF Needs Assessment and then we can conduct a separate Marin and San Mateo assessment compare and contrast.
- CS Jordan will send out an email about schedule and facilitators soon.
- The workgroup discussed filling facilitation spots.
  - CS Jordan spoke to facilitating with another Shanti staff person on June 24<sup>th</sup> at the Shanti Drop-in Center. There is a 15 person limit in the Shanti Drop-in Center.
    - CS Molnar suggested trying to schedule it at the POH conference room instead.
      - CS Jordan will reach out.
  - CS Jordan- June 24<sup>th</sup> at Shanti, Eric Sutter and CM Hornby will facilitate.
  - CS Jordan- June 25<sup>th</sup>- Foundation needs assessment will be Timothy Foster and possibly Ali Cone.
  - CS Jordan asked about the July 8<sup>th</sup> AIDS Foundation Needs Assessment.
    - Timothy Foster will ask his co-worker.
  - CS Jordan suggested Matthew Simmons, Chip Supanich and Gabriel Ortega at Castro Country Club.
  - CS Jordan- Co-Chair Hernandez and CS Molnar will facilitate the API needs assessment.
  - CS Jordan- Talia Roven and CS Jordan facilitate the St. Mary's ones.

## **7. Facilitator Training & Survey Tool**

*The group modeled focus group facilitation and presentation of survey.*

- CS Jordan introduced the survey tool.
  - CS Molnar suggested:
    - Changing #3 to, "Do you currently use crystal meth?"
    - Change the gray boxes to white to make it easier to read.
      - CS Jordan- will try to make that change, it printed that way.
    - Remove the duplicate crystal meth question.
    - Change #22 to, "Do you have a system of trusted support, if so, whom is it made up of."
  - CS Jordan inquired about the last questions on the survey that were included from the suggestion of CCA.
    - CM Ortega suggested changing the wording for #22. "A system of trust and support," might be confusing.
      - CS Molnar suggested just changing it to, "support system."

- CS Jordan inquired about the options for question #23. Is there anything anyone would like to change?
    - Co-Chair Hernandez- #23- Add support group.
  - CS Jordan- there will be people there to answer questions for them. It might be best to keep the survey broad and people can elaborate for them.
  - CS Jordan- "where do you get your needles," needs parenthetical suggestions.
  - CS Molnar- for question #2 add, "Other" or, "Mixed race."
- The workgroup went through facilitation training.

#### **8. Next Meeting and Agenda Item:**

- The Next Needs Assessment Workgroup is TBD after the focus groups.

#### **9. Adjournment**

The meeting was adjourned at 3:01pm by Co-Chair Jordan.

---

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## HIV Health Services Planning Council

NEEDS ASSESSMENT WORK GROUP

HIV Health Services

730 Polk St, 3<sup>rd</sup> Floor Conference Room

San Francisco, CA

Thursday, April 30<sup>th</sup> 2015

3:00-5:00 pm

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### *Draft Agenda*

- 1. Introductions** Group 3:00
- 2. Review/Approve April 30<sup>th</sup> 2015 DRAFT Agenda – VOTE** Group 3:05
- 3. Announcements** Group 3:10
- 4. Public Comment** Group 3:15
- 5. Co-Chair Nominations - VOTE** Group 3:20

*The group will select work group co-chairs.*
- 6. Scope of Work** Dave Jordan 3:30

*The group will be presented the overview/purpose of needs assessment, structure of focus groups, and timeline of the needs assessment.*
- 7. Outreach and Flyer – VOTE** Group 3:50

*The group will discuss outreach strategies, including the flyer.*
- 8. Survey Tool – VOTE** Group 4:20

*The group will review the survey tool and tailor it to the target population.*
- 9. Next Meeting Date & Agenda Items** Group 4:55
- 10. Adjournment** Group 5:00

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HIV Health Services Planning Council  
API NEEDS ASSESSMENT WORK GROUP  
HIV Health Services  
730 Polk Street, Project Open Hand Conference Room  
San Francisco, CA  
Thursday, April 30<sup>th</sup> 2015  
3:00-5:00 pm

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**Committee Members Present:** Wade Flores, Ron Hernandez, Bruce Ito, Chip Supanich

**Others Present:** Celinda Cantu [DPH HHS], Nathan Manuson

**Support Staff Present:** Ali Cone, Jennifer Cust, Dave Jordan, Mark Molnar

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*Draft Minutes*

**1. Introductions**

The meeting was called to order at 3:06 by CM Supanich. Everyone introduced themselves and quorum was established.

**2. Review/Approve April 30<sup>th</sup>, 2015 DRAFT Agenda – VOTE**

The April 30<sup>th</sup> 2015 DRAFT Agenda was reviewed, and approved by consensus.

**3. Announcements**

- None.

**4. Public Comment**

- None.

**5. Co-Chair Nominations- VOTE**

- CM Hernandez nominated himself and CM Ito seconded.
  - Vote: CM Hernandez is Co-Chair of API Needs Assessment Workgroup.
- CS Jordan is appointed second Co-Chair.

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**6. Scope of Work**

- Co-Chair Jordan introduced the scope of work
- Co-Chair Jordan went over the function, breakdown, and timeline of the focus groups.
- Co-Chair Jordan noted that we need all of the interviews by July.
  - CM Hernandez inquired about how many people would participate.
  - Co-Chair Jordan -API Wellness said they may only be able to produce 35 clients and he is hoping to get as many more as possible.
- CS Cone inquired if someone could just do the survey instead of the focus group.
  - The group thought that would be ok.

**7. Outreach and Flyer- VOTE**

- CM Ito inquired about focus group numbers and dates and times.
  - Nathan Manuson suggested that Joy Luck is the largest group and it's the fourth Thursday of the month.

- Co-Chair suggested that we wait until Junes meeting, because May is the same day at the Joint Steering/Exec.
- Nathan Manuson noted that some of his clients are monolingual Chinese speakers.
- The workgroup decided to promote the Needs Assessment at the next Joy Luck Club in May and then conduct the focus group at the June Joy Luck Club.
- Flyer
  - The Workgroup decided on language for the flyer.
- Outreach locations.
  - The workgroup decided to target the following locations:
    - Tom Waddell/ TACE/ API
    - Asian American Recovery Services
    - LGBT Center
    - Healthright 360
    - Ward 86
    - AIDS Foundation
    - Castro Country Club
    - DPH email list.
    - Larkin Street
    - South East Health Center.
    - API Wellness Clinic
- Food
  - Nathan Manuson suggested Filipino food.

#### 8. Survey Tool- VOTE

- Co-Chair Jordan introduced the survey tool and the group discussed survey question wording.

#### 9. Next Meeting and Agenda Item:

- The Next Needs Assessment Workgroup meeting will be scheduled after the focus groups.

#### 10. Adjournment

The meeting was adjourned at 4:48 pm by Co-Chair Hernandez.

---

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HIV Health Services Planning Council  
NEEDS ASSESSMENT WORK GROUP  
HIV Health Services  
730 Polk St, 3<sup>rd</sup> Floor Conference Room  
San Francisco, CA  
Wednesday, August 19<sup>th</sup> 2015  
4:00-5:30 pm

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### Draft Agenda

1. Introductions Group 4:00
2. Review/Approve April 30<sup>th</sup> 2015 DRAFT Agenda – VOTE Group 4:05
3. Announcements Group 4:10
4. Public Comment Group 4:15
5. Review Focus Group Data David Jordan 4:20  
*The group will review data and identify trends*
6. Develop Recommendations Group 5:00  
*The group will develop recommendations based on trends identified from data.*
7. Adjournment Group 5:30

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HIV Health Services Planning Council  
NEEDS ASSESSMENT WORK GROUP  
Project Open Hand  
730 Polk St. 3<sup>rd</sup> Floor Conference Room  
Wednesday, March 16<sup>th</sup> 2016  
3:00-4:30 pm

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MAR 16 2016  
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*Draft Agenda*

1. Introductions Group 3:00
2. Review/Approve March 16<sup>th</sup> 2016 DRAFT Agenda – VOTE Group 3:05
3. Announcements Group 3:10
4. Public Comment Group 3:15
5. Co-Chair Nominations - VOTE Group 3:20
6. Scope of Work Dave Jordan 3:30

*The group will select work group co-chairs.*
7. Outreach and Flyer – VOTE Group 3:45

*The group will discuss outreach strategies, including the flyer.*
8. Survey Tool – VOTE Group 4:05

*The group will review the survey tool and tailor it to the target population.*
9. Next Meeting Date & Agenda Items Group 4:25
10. Adjournment Group 4:30

Note: Agenda items are subject to change, postponement, or removal. Meeting agendas are considered to be in DRAFT form until reviewed and approved by Work Group attendees.

HIV Health Services Planning Council  
730 Polk Street, 3<sup>rd</sup> Floor, San Francisco, CA 94109  
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San Francisco Department of Public Health, AIDS Office

25 Van Ness Avenue, 3rdh floor, San Francisco, CA 94102

The meeting facility is handicap accessible. For information about MUNI accessible services, call 923-6142.

The following services are available when requested by Noon of the Friday before the Council meeting:  
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In order to accommodate persons with allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products.

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The Planning Council has several standing Committees where Council business and creation of motions for full-Council action occur, and members of the public are urged to attend. Council procedures do not permit: 1) persons in the audience at Council meeting to vocally express support or opposition to statements by Council members or by other persons testifying, outside of public comment; 2) ringing and use of cell phones, pagers, and similar sound-producing electronic devices; 3) signs to be brought into the meeting or displayed in the room; 4) standing in the meeting room. Citizens are encouraged to testify at Committee meetings and to write letters to the co-chairs of a Committee or to Council members, c/o HIV Health Services Planning Council, 730 Polk Street, 3rd Floor, San Francisco, CA 94109.

Agendas are available on the Internet at <http://www.sfcarecouncil.org>



HIV Health Services Planning Council  
NEEDS ASSESSMENT WORK GROUP  
Project Open Hand  
730 Polk St. 3<sup>rd</sup> Floor Conference Room  
Wednesday, March 30<sup>th</sup> 2016  
3:00-4:30 pm

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*Draft Agenda*

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|---|------------|
| 1. Introductions  | Group 4:00 |
| 2. Review/Approve March 30 <sup>th</sup> 2016 DRAFT Agenda – VOTE           |            |
| 3. Review March 16 <sup>th</sup> Draft Minutes –Vote                        | Group 4:05 |
| 4. Announcements  | Group 4:10 |
| 5. Public Comment   | Group 4:15 |
| 6. Review Survey –Vote  | Group 4:20 |
| <br><i>The group will review and finalize the survey instrument.</i>        |            |
| 7. Outreach and Flyer – VOTE  | Group 4:50 |
| <br><i>The group will discuss outreach strategies, including the flyer.</i> |            |
| 8. Next Meeting Date & Agenda Items   | Group 5:25 |
| 9. Adjournment  | Group 5:30 |

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